

VOLUNTEER AND ACTIVITY LIST						
	Chair	Co-Chair	Selling/ Planning Dates	Delivery/ Activity Date	Goal	Responsibilities
Fundraisers	Ways and Means - John Lee					The Ways and Means Chair supports the Executive Board and the fundraising chairpersons by providing the strategic direction to optimize the fundraising efforts for the RHS Music Boosters. As such, he defines the strategies and suggests solutions to fund the activities requested by the Directors to support the RHS music program. He identifies potential fundraisers, suggests schedules to maximize impact and minimize conflicts, solicits chairpersons for each fundraiser, tracks progress, suggest solutions to obstacles, ensures documentation is kept of the process, and guides each chairperson (as needed) to lead a fundraiser that successfully achieves its target budget.
All Booster						
Spaghetti Dinner	Gina Klatte	Carol Freeman Donna Fenicle	8/7-8/14	8/18	\$750	plan and execute event - cater, set up, decorate, clean up, collect money, plan spiritwear raffle, plan spiritwear sales
March-a-thon	Scott Schiller	Vacant	6/14-8-18	8/18	\$2,800	plan and execute event - advertize, motivate students, distribute pedometers, collect pledge money
Car Washes	Vacant	Vacant	Aug, Apr, May, Jun	8/26, 4/14, 5/12, 6/2	\$3,500	plan and execute the event
Advertizing/Patrons / Sponsors	Rob Dice	Vacant	Summer, Fall	Dec, May		develop and execute strategy for sponsors, patrons, ads for programs, instrument truck?
Basket Bingo	Angie Gallas	Vacant	11/1-11/30	12/3	\$1,800	plan and execute the event - order baskets, solicit donations to fill baskets, ...
Pops Concert	Vacant	Vacant	1/2-1/27	1/27	\$2,400	plan and execute event - cater, set up, decorate, clean up, collect money
Art Auction	John and Debbie Rhoad	Rob and Molly Dice	1/2-3/9	3/10	\$4,800	plan and execute the event with Atholton HS Music Boosters

CDs/DVDs	Vacant	Vacant		5/8, 5/10	\$750	recording, production, mastering, copying, artwork, sales, distribution
Schoolpop.com	Scott Schiller	Vacant	Summer	all year	\$500	research companies that provide online fundraising such as Sally Foster, investigate credit card programs, grocery scrip, etc
Spiritwear	Roanne Smallwood	Vacant	Summer, Fall	all year	\$1,000	select items, decide logo, contact vendors (Mary Kirk), plan venues for selling, determine price points, collect money, deliver merchandise
Dinner Out	Stephanie Donnelly	Shirley Eden	Summer, periodically	Sep, Oct, Nov, Jan, Feb, Mar, May	\$1,400	plan and execute events - select 7 restaurants that participate in fundraising (3 Brothers, Baja Fresh, Cheeburger Cheeburger), set up dates, advertize, ensure payment from restaurant
<b>Shared 40%</b>						
Cookie Dough	Linda Heater	Vacant	11/15-12/1	12/16	\$640 booster share \$1600 total	plan and execute the sale - contact company, decide dates, determine price points, distribute information, develop a sales pitch to motivate students, collect money, distribute merchandise, document procedures
Dinner Raffle	Kathy Jirak	Debbie Rhoad	Fall, Winter	1/4-2/19	\$2000 booster share \$5000 total	plan and execute the event - decide dates, contact merchants, distribute information, develop a sales pitch to motivate students, collect money, document procedures
Fruit	John Lee	Vacant	10/15-11/3 11/20-12/8 2/5-2/23	11/18 12/16 3/10	\$1520 booster share \$3800 total	plan and execute the sale - contact company, decide dates, determine price points, distribute information, develop a sales pitch to motivate students, collect money, distribute merchandise, document procedures
Pizza/Pretzels	Dave and Barb Sherry	Vacant	8/28-9/18	October	\$640 booster share \$1600 total	plan and execute the sale - contact company, decide dates, determine price points, distribute information, develop a sales pitch to motivate students, collect money, distribute merchandise, document procedures
Subs	Vacant	Vacant	12/15-1/15	2/7	\$2080 booster share \$5200 total	plan and execute the event - decide dates, contact vendors, distribute information, develop a sales pitch to motivate students, collect money, set up the event, get volunteers, document procedures
Wolfgang Candy	Gina Klatte	Donna Fenicle	10/23-11/10	12/2	\$1200 booster share \$3000 total	plan and execute the sale - contact company, decide dates, determine price points, distribute information, develop a sales pitch to motivate students, collect money, distribute merchandise, document procedures

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<b>Operations</b>	<b>VP - Rob Dice</b>					The Chief of Operations supports the Executive Board and the event/operations chairpersons by coordinating all the non-fundraising events that are sponsored by the RHS Music Boosters. He identifies events, suggests schedules to maximize impact and minimize conflicts, solicits chairpersons for each event, tracks progress, suggest solutions to obstacles, ensures documentation is kept of the process, and guides each chairperson (as needed) to lead an event that successfully achieves its goal.
<b>Administrative</b>						
Phone Tree	Martin Chandler	Vacant	Fall	ASAP		set up hierarchical list of contacts for all groups, distribute
Webmaster	Jean Higgins	Vacant	All year			maintain Music Booster web site, post timely information, update calendar, evaluate for new information needs
Communications/ Public Relations	Vacant	Vacant	All year			feeder school liaisons, articles for local newspaper columns, ensure webpages and aliases are taken care of
Volunteers	Donna Fenicle	Vacant	All year			solicit, maintain list, respond to chairperson's requests for help
Nominating Committee	Vacant	Vacant	Once every 2 years unless there is a vacancy, Feb- May	June Booster Meeting - vote		Three member committee to solicit nominations for the 4 positions on the Executive Board - President, Vice President, Secretary, and Treasurer. Slate is presented by May and voted on at the Booster meeting in June.
Uniforms	Shirley Eden	Sally Kelly	Summer, Fall			concert season, order dresses, shirts, ties, cummerbunds, collect returnables, inventory, repair, alter, be available during performances for uniform
<b>Music Events</b>						

Performances	Vacant	Vacant	Dec, May	12/15, 12/20 5/8, 5/10		stage decorations, stage setup, ticket sales, coordinate programs with Dirs, sound and lights, work with Advertizing chair, arrange concessions
Awards Banquet	Sherry Kirkpatrick	Vacant	May	5/17		plan and execute event - cater, set up, decorate, clean up, collect money
Festival Concessions	Stephanie Donnelly	Vacant	Nov, April	11/11 (Jr All State), 11/18 (Sr All State) 4/27 (BMF?)		plan, buy, price, organize volunteers, and sell concessions for All State, Balt Music Festival, others?
Spring Trip	Anne Lee	Vacant	Sep-Mar	3/28-4/1		work with Spring Trip organizer (Mary Ellen Eddy) and Directors and plan, budget, make arrangements for the trip
<b>Marching Band Operations</b>						
MB Pit Crew	Brian Donnelly	Vacant	Summer, Fall			all activities associated with MB, includes Tshirts, truck rentals, pit crew, building props, etc
Color Guard Coordination	Wes & Cathy Alexander	Vacant	Summer, Fall			sewing uniforms and flags, procuring props
MB Banquet	Anne Lee	Vacant	November	11/15		plan and execute event - cater, set up, decorate, clean up, collect money
MB Ticket Sales	Stephanie Donnelly	Vacant	Summer, Fall			coordinate show ticket sales with host schools, advertize, be availabel to sell tickets at each show